

Application for Federal Employment -- SF 171

Read the instructions before you complete this application. Type or print clearly in dark ink.

Form Approved
OMB No. 3206-0012

GENERAL INFORMATION

1 What kind of job are you applying for? Give Title and announcement no. (if any)
SES Candidate Dev. Program EPA-02-SES-CDP-6236E/CD-0340-15

2 Social Security Number (b) (6) 3 Sex ☐ Male ☒ Female

4 Birth date (Month, Day, Year) (b) (6) 5 Birthplace (City and State or Country) (b) (6)

6 Name (Last, First, Middle)
McCabe, Donna Vizian (Vizian.Donna@epa.gov)

Mailing Address (include apartment number, if any)
(b) (6)

Other names ever used (e.g., maiden name, nickname, etc.)

7 Donna Vizian

8 Home Phone Area Code Number (b) (6) 9 Work Phone Area Code Number Extension
212 637-3402

10 Were you ever employed as a civilian by the Federal Government? If "NO", go to Item 11. If "YES", mark each type of job you held with an "X". yes
☐ Temporary ☐ Career-Conditional ☒ Career ☐ Excepted
What is your highest grade, classification series and job title?

Dates at highest grade: FROM 4/98 TO present

AVAILABILITY

11 When can you start work? (Month and Year) ASAP 12 What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate)
Pay \$ per OR Grade 15

13 In what geographic area(s) are you willing to work?

14 Are you willing to work:
A. 40 hours per week (full-time)? ☒ YES ☐ NO
B. 25-32 hours per week (part-time)? ☐ YES ☒ NO
C. 17-24 hours per week (part-time)? ☐ YES ☒ NO
D. 16 or fewer hours per week (part-time)? ☐ YES ☒ NO
E. An intermittent job (on-call/seasonal)? ☐ YES ☒ NO
F. Weekends, shifts, or rotating shifts? ☒ YES ☐ NO

15 Are you willing to take a temporary job lasting:
A. 5 to 12 months (sometimes longer)? ☐ YES ☒ NO
B. 1 to 4 months? ☐ YES ☒ NO
C. Less than 1 month? ☐ YES ☒ NO

16 Are you willing to travel away from home for:
A. 1 to 5 nights each month? ☐ YES ☒ NO
B. 6 to 10 nights each month? ☐ YES ☒ NO
C. 11 or more nights each month? ☐ YES ☒ NO

MILITARY SERVICE AND VETERAN PREFERENCE

17 Have you served in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO". If "NO", go to Item 22. YES NO
(b) (6)

18 Did you or will you retire at or above the rank of major or lieutenant commander?

DO NOT WRITE IN THIS AREA

FOR USE OF EXAMINING OFFICE ONLY

Date entered register		Form reviewed: Form approved:		
Option	Grade	Earned Rating	Veteran Preference	Augmented Rating
			<input type="checkbox"/> No Preference Claimed	
			<input type="checkbox"/> 5 Points (Tentative)	
			<input type="checkbox"/> 10 Pts. (30% Or More Comp. Dis.)	
			<input type="checkbox"/> 10 Pts. (Less Than 30% Comp. Dis.)	
			<input type="checkbox"/> Other 10 Points	
Initials and Date				
<input type="checkbox"/> Disallowed <input type="checkbox"/> Being Investigated				

FOR USE OF APPOINTING OFFICE ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point ☐ 10-Point-30% or More Compensable Disability ☐ 10-Point-Less Than 30% Compensable Disability ☐ 10-Point-Other

Signature and Title

Agency

Date

MILITARY SERVICE AND VETERAN PREFERENCE (Cont.)

19 Were you discharged from the military service under honorable conditions? (If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a demerency discharge, answer "NO". If "NO", provide below the date and type of discharge you received.) YES NO

Discharge Date (Month, Day, Year) Type of Discharge

20 List the dates (Month, Day, Year), and branch for all active duty military service.
From To Branch of Service

21 If all your active military duty was after October 14, 1976, list the full names and dates of campaign badges or expeditionary medals you received or were entitled to receive.

22 Read the instructions that came with this form before completing this item. When you have determined your eligibility for veteran preference from the instructions, place an "X" in the box next to your veteran preference claim.

(b) (6)

EDUCATION

25 Did you graduate from high school? If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".

YES ☒ If "YES", give month and year graduated or received GED equivalency: 6/83
NO ☐ If "NO" give the highest grade you completed:

26 Write the name and location (city and state) of the last high school you attended or where you obtained your GED high school equivalency.

Union Catholic, Scotch Plains, NJ

27 Have you ever attended college or graduate school? YES ☒ If "YES", continue with 28.
NO ☐ If "NO" go to 31.

28 NAME AND LOCATION (city, state and ZIP Code) OF COLLEGE OR UNIVERSITY. If you expect to graduate within nine months, give the month and year you expect to receive your degree:

Name	City	State	ZIP Code	MONTH AND YEAR ATTENDED		NUMBER OF CREDIT HOURS COMPLETED		TYPE OF DEGREE (e.g. B.A., M.A.)	MONTH AND YEAR OF DEGREE
				From	To	Semester	Quarter		
1) Rutgers College of Engineering	New Brunswick	NJ		9/83	5/87	137.5		BS	5/87
2)									
3)									

29 CHIEF UNDERGRADUATE SUBJECTS Show major on the first line

	NUMBER OF CREDIT HOURS COMPLETED	
	Semester	Quarter
1) Biochemical Engineering	137.5	
2)		
3)		

30 CHIEF GRADUATE SUBJECTS Show major on the first line

	NUMBER OF CREDIT HOURS COMPLETED	
	Semester	Quarter
1)		
2)		
3)		

31 If you have completed any other courses or training related to the jobs you are applying for (trade, vocational, Armed Forces, business) give information below.

NAME AND LOCATION (city, state and ZIP Code) OF SCHOOL	MONTH AND YEAR ATTENDED		CLASS ROOM HOURS	SUBJECT(S)	TRAINING COMPLETED	
	From	To			YES	NO
School Name 1) EPA Sponsored training				Total Quality Management High Performing Organizations		
City, State ZIP Code			FY00			
School Name 2) EPA - Headquarters	2/91	5/91		Rotational Assignment - OSWER		
City, State ZIP Code						

SPECIAL SKILLS, ACCOMPLISHMENTS, AND AWARDS

32 Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. Some examples are: skills with computers or other machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.

- Outstanding Performance Ratings - FY88 though implementation of Performs
- Bronze Medals from EPA-HQ for the dev. of a CERCLIS module & work on the Superfund Const. Completions Workgroup
- Distinguished Achievement 1989 & 1990

33 How many words per minute can you TYPE? TAKE DICTATION?

LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE		STATE OR OTHER LICENSING AGENCY
	1)	2)	
1)			
2)			

Agencies may test your skills before hiring you.

35 Do you speak or read a language other than English (include sign language)? Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.

YES ☐ If "YES", list each language and place an "X" in each column that applies to you.
NO ☒ If "NO", go to 38.

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1)								
2)								

REFERENCES

36 List three people who are not related to you and are not supervisors you listed under 24 who know your qualifications and fitness for the kind of job for which you are applying. At least one should know you well on a personal basis.

FULL NAME OF REFERENCE	TELEPHONE NUMBER(S) (Include Area Code)	PRESIDENT BUSINESS OR HOME ADDRESS (Number, street and city)	STATE	ZIP CODE
1) Kathleen C. Callahan		Acting DRA, Region 2		
2) Elizabeth Craig		Dep. Assistant Administrator, Air and Radiation		
3) George Pavlou		Dir. Div. of Enf. and Compliance Assistance, R2		

Standard Form 171-A-- Continuation Sheet for SF 171

Form Approved
OMB No. 3206-0012

• Attach all SF 171-A's to your application at the top of page 3.

1. Name (Last, First, Middle Initial) McCabe, Donna Vizian (Vizian.Donna@epa.gov)	2. Social Security Number (b) (6)
3. Job Title or Announcement Number You Are Applying For SES Candidate Dev. Program EPA-02-SES-CDP-6236E/ CD-0340-15	4. Date Completed

- represented the Region on several grants related National workgroups. I am currently participating on the regulation development workgroup for the Agency's Minority-owned and Women-owned Business Enterprises (MBE/WBE)/Fair Share Program. This workgroup is tasked with developing an MBE/WBE program that is legally defensible in light of the recent Adarand Decision. I also participated in the regulation development workgroup responsible for revising the grant regulations for continuing environmental programs. The purpose of this group was to revise the current regulations to include Performance Partnership Grants (PPGs) and to reflect the Agency's partnership approach to environmental management with the States and Tribes. Consistent with this partnership approach, States and Tribes were active members of this workgroup. During the life of the workgroup, many complicated and highly controversial issues were tackled. I was responsible for presenting the Region's position on these issues.

- represent the Region in daily interactions with our various stakeholders. These interactions include providing assistance to grantees (e.g., nonprofit organizations, university's, states) and congressional staff; conducting on-site reviews of recipients; and, daily discussion with our State partners on grants management issues;

- responsible for ensuring the integrity of and improving upon the Region's grants management program, which is key to the Region's compliance with the Federal Manager's Financial Integrity Act. In this area, I developed a grants post award management strategy to assist the Region in meeting the Agency's goal to close out its backlog of expired grants by December 1999. I effectively managed the Region's Management Effectiveness Review of the grants program and developed an action plan to address the potential minor weaknesses identified during the review. I review all grant actions prior to forwarding the document to the Regional Administrator for award. Through this review, I ensure that the award is legal and the program's requirements are accurately reflected in the document. I am also responsible for keeping management and project officers apprised of issues, regulation/policy changes and procedural changes relating to grants management.

- provide an effective contracts management program and maintain customer focus. I oversee the staff in their administration of the major Superfund contracts and the small purchase program. This includes activities such as: working with technical staff to obtain the services of a contractor to investigate and remediate a Superfund site; procurement of a contract for maintenance of the Edison facility; purchasing of computers for the region; and procurement of laboratory equipment for the Edison Lab.

- responsible for daily management of 25 staff members. This includes overseeing and balancing their workloads, distributing special projects, providing advice and counsel, evaluating performance, recommending awards, and developing their skills and abilities to the fullest potential. I have knowledge and experience in Human Resource Management policies and procedures. I worked to establish a new team, team leader position, and two senior staff policy positions for the grants management program. This entailed revising the organizational structure of the Branch, developing new position descriptions and utilizing the merit promotion process to fill the newly established position. This reorganization provided staff with new career opportunities.

- serve as a member of Region II's Total Quality Management (TQM) team. I am a trained facilitator and have provided TQM training to several groups. At the request of Senior Management, I facilitated several Regional Seminars, including a Brownfields Forum that brought together representatives of the business community, local governments and the environmental community.

Standard Form 171-A-- Continuation Sheet for SF 171

Form Approved
OMB No. 3208-0012

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1. Name (Last, First, Middle Initial) McCabe, Donna Vizian (Vizian.Donna@epa.gov)	2. Social Security Number (b) (6)
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ADDITIONAL WORK EXPERIENCE BLOCKS

C Name and address of employer's organization (include ZIP Code, if known) US Environmental Protection Agency - Region 2 290 Broadway New York, NY 10007	Dates employed (give month, day and year) From: 7/96 To: 4/97		Average Number of hours per week 40	Number of employees you supervised n/a
	Salary or earnings Starting \$GS 13 per Ending \$GS 13 per		Your reason for leaving. Promotion	
Your immediate supervisor Name Kathleen C. Callahan	Area Code 212	Telephone No. 637-3725	Exact title of your job Special Assistant	
If Federal employment (civilian or military) list series, grade rank, and if promoted in this job, date of your last promotion				

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- served as Special Assistant to the Director, Division of Environmental Planning and Protection (DEPP). Since DEPP was a new Division created with the reorganization of the Region, my duties were diverse and included setting up several processes/procedures.

- independently coordinated and conducted special projects at the request of the Director. This routinely required communication/coordination with branch chiefs, deputy directors and senior policy advisors on projects that were usually complex and either technical or administrative in nature. For example, I was the central point of contact for projects requiring multiple permits (CAA, CWA-National Pollution Discharge Elimination System, RCRA) and represented the Director in communications with the applicant. I was responsible for preparing responses for the Director's signature that were multimedia in nature or required coordination among various divisional personnel. I was involved with complex issues that arose within the Division and provided input and suggested courses of action to the Director and Deputy Directors. This allowed me to gain knowledge and experience in the CAA, CWA, SDWA, and RCRA.

- served as the Division's budget coordinator; developed an internal divisional process for planning and tracking over \$100 million in extramural funds. I coordinated funding plans for approximately twenty different accounts which allowed DEPP to implement the Region's Air, Water, RCRA and Radon programs. I maintained the fiscal controls for the Division Director by ensuring that the proper accounts were utilized to implement the various program actions, funds were available in that account, and that the proper funding mechanism was used (grant, contract, IAG, funding transfer). I coordinated financial and resource management issues with the Office of Policy and Management, including, but not limited to position allocation. I analyzed the requests and rationales of the various branches, provided options to the Director and prepared the Division's final written proposal.

For Agency Use (skill codes, etc.)

Standard Form 171-A-- Continuation Sheet for SF 171

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ADDITIONAL WORK EXPERIENCE BLOCKS

<input checked="" type="checkbox"/> Name and address of employer's organization (Include ZIP Code, if known) Continued	Dates employed (give month, day and year)		Average Number of hours per week	Number of employees you supervised
	From:	To:		
	Salary or earnings		Your reason for leaving	
Starting \$		per		
Ending \$		per		

Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job	If Federal employment (civilian or military) list series, grade rank, and if promoted in this job, date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- garnered Division Director support to be the pilot Region in the development of a new Superfund information system. I was tasked to work along side Headquarters to develop the new CERCLIS database and given the responsibility of representing all regions. The goal was to develop a comprehensive Superfund information system that would assist all areas of the program in performing their duties. I coordinated and communicated design requirements, both in meetings and in writing, to Headquarters' staff and four Washington based contracting firms. I also lead the effort to ensure the system met design requirements. Throughout the effort, I kept both Regional and Headquarters management informed of the progress as well as problems encountered and offered solutions to these problems.
- served as acting section chief of the Planning and Information Management Section, responsible for the work of approximately ten staff members with duties that involved freedom of Information Act coordination and response, budget management, civil investigation, enforcement coordination and program planning.
- graduated from the Greater Leadership Opportunities (GLO) Program, Class thirteen. The GLO program focused on development of leadership skills and team development. As part of GLO class thirteen, I, in conjunction with my focus group, authored a publication on how to conduct an environmentally sensitive meeting. This was subsequently adopted by the Agency and is now available as an EPA publication entitled "It's Easy Being Green! A Guide to Planning and Conducting Environmentally Aware Meetings and Events."
- functioned as a remedial project manager (RPM) on a Superfund National Priorities List site responsible for assessing the site, identifying remedial alternatives and recommending remedies to upper management. As Superfund RPM, I gained experience in various environmental programs including SDWA, CWA and RCRA. I completed a remedial investigation/feasibility study that resulted in a Record of Decision. I was involved in litigation on the site which required coordination with the Department of Justice and the preparation of affidavits. Site management responsibilities also included community relations (holding meetings with the public, preparing fact sheets) and resolving complex issues dealing with the parties potentially responsible for the contamination. I served as Work Assignment Manager on several work assignments under the Technical Enforcement Support Contract and Alternate Remedial Contracts Strategy Contracts. I worked with the contracting officer and project officer on several disputes with the contractor on costs billed to the Agency.

For Agency Use (skill codes, etc.)